

SAMPLE ELECTION TASK LIST AND TIMETABLE ✓

NOTE: Local municipal election ordinance requirements may be more strict than those listed below.



July 7, 2004 (90 days before the election)

Review election ordinance

Review election timetable/task sheet

August 6, 2004 (60 days before the election)

Order Master Voter Registration List from Division of Elections

Identify possible registered voters as election judges

Last day to submit changes in election practices to U. S. Dept. of Justice for preclearance

Post voter registration notice

August 16, 2004 (50 days before the election)

Determine which seats are up for election

Inform any council, assembly, or board members of when their term expires

Prepare new absentee ballot requests and information packet

August 26, 2004 (40 days before the election)

Pre-order Master Voter Registration list to be run 30 days before the election

September 5, 2004 (30 days before the election)

Close voter registration and appoint election judges

Post notice with the following: election date, seats to be filled; date candidate filing begins; availability of absentee voting applications and deadlines for absentee voting by mail/in person/special needs; last date that mail requests for absentee ballots are taken.

September 15, 2004 (20 days before the election)

Under state law this is the last chance to post notice of election and be in compliance with the law

September 25, 2004 (10 days before the election)

Under state law, this is the last day to accept nominations or declaration of candidacy or withdraw candidacy

Prepare and post sample ballots with candidate names and any questions to be voted on

September 30, 2004 (5 days before the election)

Conduct training for election judges

Set up booths and ballot boxes

Last date to mail absentee ballots

Post notice of canvass board meeting/council certification meeting

October 4, 2004 (1 day before the election)

Make sure everything is ready - supplies, election judges, booths...

October 5, 2004 - Election Day

October 6, 2004 (1 day after the election)

Post preliminary election results

Re-post notice of canvass committee meeting and last date to contest the election

Determine eligibility of voters who voted challenged/questioned ballots

October 8, 2004 (3 days after the election)

Canvass committee meets first Friday after the election to canvass the results

Governing body certifies the election if appropriate, or ensures action needed to certify is being done

October 11, 2004 (6 days after the election)

Governing body meets to swear in new members and reorganize